

Purchasing Update

August 2019



Utah Division of Purchasing and General Services

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Go-To Information Accessible on State Cooperative Contract Site

By Kaitee Hall, Purchasing Agent

It's a familiar feeling: reading through an entire contract, scrolling through dozens of pages, seeking out a specific tidbit of information, searching for an answer to your question. Our State Cooperative Contract pages on our website are structured with the intention of helping you avoid precisely that problem. It is our goal to build out our contracts in such a way that the answers to your questions are as accessible as possible.

The following sections can often contain helpful information for you. The Order Instructions (example below) section can contain information regarding minimum order, where to order, volume discounts, FINET processes and more.

Order Instructions

This contract only covers those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor creating a PRC in FINET. Please make sure to identify the contract number when placing orders. Agencies will return any invoice which reflects incorrect pricing to the vendor.

Utah Correctional Industries (UCI) Contracts:

The goods or services identified in this contract may be subject to the UCI State Use Law. Please review the UCI contracts prior to making any purchasing decisions at:

<http://purchasing.utah.gov/statecontractdirectory/utah-correctional-industries-uci/>

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The Additional Details section (example below) contains whatever non-ordering related information the contract manager thinks may be useful for you.

Additional Details

Free next day delivery on stocked catalog items with **no minimum order.**

- Deep discounts on high use items
- Same day store pick up available
- No charge for business account
- Custom reporting and business reviews available
- Bill Management on the ordering website allows you to look at billing and reprint original invoices
- State contract PD2454 (<https://statecontracts.utah.gov/Contract/Details/PD2454-Printing-and-Copying-Services%7Cf65bf822-5e3..>) for digital print and quick copy services is automatically linked to the same account used for office supplies upon set up.
- To be able to make purchases in the retail store please contact your Account Manager.

If you're just looking for pricing information, please check for an additional attachment containing pricing. This information can be found in a category called Contract Details under Other Documents, as displayed below.

Validity Date	1/12/2015 - 11/30/2020		
Contract Documents	Contract Summary	Full Contract	
Other Documents	MA1231_QLP1-14.pdf	MA1231_MO1-14-PT1.pdf	MA1231_MO1-14-PT2.pdf
	MA1231_MO1-14-PT2.pdf	MA1231_T2P1-14.pdf	MA1231_2015A.pdf

The Division of Purchasing wants to take the opportunity to make the features available in our State Cooperative Contract System as user friendly and valuable as possible on each contract we manage. As you spend time using and getting familiar with our available contracts, please do not hesitate to reach out to those who manage the contracts you use. We are eager to know what information should be more readily accessible on our site. We want to make the system as convenient for its users as we possibly can.

For questions, please reach out to Kaitee Hall, kaiteehall@utah.gov, 801-538-3142.

GovSpend is Now Available on State Contract AR2485 with Insight

By Solomon Kingston, State Contract Analyst

GovSpend is now an available software subscription under the Division's Cloud Solutions portfolio from Insight (contract # AR2485) [here](#). GovSpend is a SaaS subscription that allows public entities to search through a database of other government purchase orders. This information is valuable to assess what other government agencies around the nation are purchasing and at what price. It is also a valuable tool to verify sole sources and find competing vendors. GovSpend provides this resource from the information it gathers from the states' Freedom of Information Acts (FOIA) or Government Records Access Management Act (GRAMA) for Utah. For more details about GovSpend you may review its website [here](#). Current pricing for an annual GovSpend subscription starts at the following price tiers –

SKU	Package	# of Licenses	Total Annual Cost
Gov3	Starter	3	\$6,000 per year
Gov5	Team	5	\$7,500 per year
Gov10	Advanced	10	\$12,500 per year
Gov20	Enterprise	20	\$20,000 per year

Interested users are encouraged to connect with Insight [here](#) for any special pricing that may be extended to your entity, based on your requested number of licenses.

For all other questions, feel free to contact the State's contract administrator over the Insight agreement AR2485 – Solomon Kingston at skingston@utah.gov.



Procurement Education Partnership Seminar (PEP Seminar)

Did you sign up for the September 19 PEP Seminar?

If not, you still have time! There are about 30 more spots. You can find information about the seminar near the bottom of this webpage. <https://purchasing.utah.gov/for-agencies/training/>

If you are unsure if you are registered, search for an email

with the subject "Procurement Education Partnership Seminar September 19, 2019" from Google Forms. If you find one, you are registered. Still unsure if you are registered? Reach out to Solomon Kingston (skingston@utah.gov) or Tara Eutsler (teutsler@utah.gov).

Please note, the LPD training that was scheduled to be held during the seminar has been rescheduled for another date.

Contract Extension—The Secret Sole Source

By Blake Porter, State Contract Analyst

When one thinks about an exception to a standard procurement process, often what comes to mind is a sole source that justifies awarding a contract without engaging in a standard procurement process pursuant to Part 8 of the Procurement Code. What may sometimes be overlooked as an actual exception to procurement requirements is the extension of an already existing contract.

For some, extending a contract is more like an administrative task that falls within the realm of contract management (or contract mismanagement). In reality, however, a contract extension is indeed an exception to standard procurement requirements, or in other words, it is the secret sole source.

Let's take a quick look at a couple critical elements taken from UCA §63G-6a-802.7 for when a request to extend a contract may be justified:

1. An extension is necessary to avoid a lapse in a critical government service **or** to mitigate a circumstance that is likely to have a negative impact on public health, safety, welfare, or property, **and**

2. The procurement unit is engaged in a standard procurement process for a procurement item that is the subject of the contract being extended **and** the standard procurement process is delayed due to an unintentional error.

For us at State Purchasing, our best practice is that being “engaged in a standard procurement process” means the solicitation is posted (if posting is required). Just like with a sole source, the procurement unit needs to be able to articulate, based on the above elements, why a contract extension may be justified.

With this mindset, that an extension to a contract is like a sole source, it can help us as procurement professionals to properly manage existing contracts and to treat contract extensions with proper care and attention, just as we would awarding a new contract under Part 8 of the Procurement Code.

For questions, please reach out to Blake Porter, btporter@utah.gov, 801-538-3232.



Amending Events in U3P

By Cherlyin Hess, State Contract Analyst

Before amending sourcing events in U3P, we should review what the code says about such amendments:

R33-7-301

"1(b) Addenda shall be published within a reasonable time prior to the deadline that proposals are due, to allow prospective offerors to consider the addenda in preparing proposals. Publication at least 5 calendar days prior to the deadline that proposals are due shall be deemed a reasonable time. Minor addenda and urgent circumstances may require a shorter period of time."

The Rule above makes it clear that when making amendments to our sourcing events we need to provide at least 5 calendar days for vendors to have the opportunity to review the amendment and make changes to their proposal if necessary. However, if what you are changing in the sourcing event can impact the solicitation in a major way, you may

need to give vendors longer than the required 5 days.

In U3P, it is especially important to provide those 5 days because when you amend your sourcing event it will kick out everyone who has submitted their bids/proposals.

A best practice you can employ is to email all vendors that have already submitted their bids to notify them that there has been an amendment and they will need to review and submit again. If you amend a solicitation right before the event closes, you could possibly disqualify vendors who did not have an opportunity to review and resubmit their bids/proposals.

For questions, please reach out to Cherylin Hess, chess@utah.gov, 801-538-3709.



*U3P, also known as Utah Public Procurement Place, is the Utah solicitation public posting site hosted by Jaggaer, formerly known as SciQuest.



Kayla Medina

Kayla received her Bachelor's degree from Arizona State University in May. During her degree program, she had the opportunity to intern as a data analyst for Transwestern Investment Group and ABI Multifamily in Phoenix, Arizona. Later through NASPO's intern program, she spent the summer of 2018 working for the Utah Division of Purchasing. She loved the environment and the work so she applied for an open position with the Division after graduation. Now a full-time employee, Kayla looks forward to continuing the development of her professional skills and working with all the employees of the State of Utah. Kayla grew up in Draper, Utah. Kayla played lacrosse for eight years throughout high school and college. Now she focuses on everything involving the great outdoors. She

is an avid hiker, skier, mountain biker, and runner. She likes to travel. Her favorite vacation was to Paros, Greece. In Utah, Kayla's favorite areas to spend her free time are Millcreek and American Fork canyons.

Future PEP Seminar Dates:

September 19, 2019

December 5, 2019

What do you seek?

Maybe you know what you want but cannot find it. Or maybe you did not know it was available. Below are some handy hyperlinks to explore.

[Agency Point of Contact in State Purchasing](#) or [here](#)

[Track Agency Contract Thru State Purchasing](#)

[View Publicly Posted Solicitations](#)

[State Cooperative Contract Search Engine](#)

[Purchasing Forms](#)

[Utah Procurement Code & Administrative Rule](#)

[Agency Training \(including previous PEP Seminars\)](#)

[CPPB/CPPO Exam Scholarship Applications](#)

How to Receive the Purchasing

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Tara Eutsler, teutsler@utah.gov.

